

CONFIDENTIAL

Office: OL/LSD  
 Objective Statement: Implement corrective action to customer surveys in LSD.  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84  
 Quarter Ending: First Quarter Ending 31 December 1983

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Improve the response time in the Architectural Design Staff				0	0	0	0				0	
Publicize the Division's Interior Design Consultant	X		X									
Continue to work closely with GSA and to improve service to the Agency	0-											0
Continue to improve the physical environment and quality of food and service in the FDR	0-											0
Unclassified when separated from attachments												

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>84</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>Tracking Level</u>		
							<u>DDA</u>	<u>OL</u>	<u>Div.</u>
<u>Logistics Services Division</u>									
Improve the response time of the Architectural Design Staff.	5	*						*	*
Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.	3, 6, 7	*					*	*	*
Complete implementation of a more effective Vehicle Dispatch Plan.	3, 6, 8	*					*	*	*
Implement the DDA's "Quality of Life" program.	5	*					*	*	*
Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.	5	*						*	*
Publicize LSD's Interior Design Consultant.	5	*						*	*
Resolve problems associated with DCI portraits.	3	*						*	*
Implement corrective action to customer surveys in LSD.	3	*					*	*	*

Office: OL/LSD/M&CB

O — Scheduled

Objective Statement: Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well

X — Actual

Responsible Officer:

Significant Funding Amount: \$  FY 84

as the codeword accountability system within the M&CB.

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature currently available pertaining to IBM Card Sorting Machines and automated scanners for codeword accountability.			O									
2. Determine feasibility of installing automated equipment in Mailroom, i.e., space requirement.						O						
3. Prepare cost estimate.								O				
4. If feasible, formulate plans for implementation.										O		
5. Installation.												O

25X1

SECRET

11

SECRET

Office: OL/LSD/MPB

O — Scheduled

Objective Statement: Complete Implementation of a More Effective Vehicle Dispatch Plan

X — Actual

Responsible Officer:

Significant Funding Amount: \$ \_\_\_\_\_ FY 84

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop program to enter motor vehicle requests into an automated system (done).												
2. Prepare Motor Pool area for installation of computer equipment (done).												
3. Train dispatchers in the use of system.	O											
4. Place system on line.		O										

25X1

12

SECRET

SECRET

Office: OL/LSD  
 Objective Statement: Implement the DDA's Quality of Life Program  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84  
 Quarter Ending:

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Work with GSA and GSI to implement plans for upgrading the decor in the North and South cafeterias.	0-											-0
2. In conjunction with GSA, FEB, and OMS implement plans for upgrading the appearance and facilities of the gym.	0-											-0
3. Work with GSA and OMS to upgrade the decor in the OMS office.	0-											-0
4. Continue to work with GSA to improve the appearance and safety of the ground floor.	0-											-0
5. Upgrade women's lounge areas.								0				
6. Repair tunnel.									0			
7. Paint floors 1, 2, 3, 4, 5, 6, and 7.	0-											-0
8. Replace wallpaper in public areas.	0-											-0
9. Build running track between perimeter fences.										0		
10. Construct benches for grounds.											0	
11. Install canopies at S.E. and N.W. entrances.												0
Attachment: Prioritized list and estimated costs.												

13  
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	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Improve the response time in the Architectural Design Staff.				0	0	0	0				0	
2. Publicize the Division's Interior Design Consultant.	0		0									
3. Continue to work closely with GSA and to improve service to the Agency.	0											0

25X1

SECRET

15

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MBO for EDR

FROM:

OL/LSD

3E14 Headquarters

EXTENSION

NO.

DATE

25 January 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OL/I&MSS  
2B07 [ ] Building  
Attn: [ ]

John,

Attached is the OL level MBO for the EDR and the corrected DNA level MBO adding continuing to improve the EDR to [ ] MBO to implement corrective action to customer surveys in LSD. I hope this is how you wanted the matter handled.

Attachments